



Bill Owens
Governor

Colorado Department of Local Affairs

Barbara Kirkmeyer
Acting Executive Director

DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

BULLETIN NO. 25

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

DATE: July 12, 2006

THE BULLETIN IS AVAILABLE ON OUR WEBSITE.
www.dola.state.co.us/propertytax/index.htm

<u>Date</u>	<u>Title</u>	<u>Distribution</u>
7/12/06	Division of Property Taxation Position Opening	Review with staff. File in General Correspondence File.
7/12/06	San Miguel County Position Opening	Review with staff. File in General Correspondence File.
7/12/06	Appraisal 510-Sales Confirmation	Review with interested personnel. Return registration form to Division. File in Education File.
7/12/06	Appraisal 101-Market Approach to Value	Review with interested personnel. Return registration form to Division. File in Education File.



7/12/06	Administration 100-Introduction to Assessment	Review with interested personnel. Return registration form to Division. File in Education File.
7/12/06	Administration 701-Assessor's Role In Listing Property	Review with interested personnel. Return registration form to Division. File in Education File.
7/12/06	Administration 915-Tax Increment Financing CORRECTION ON CREDIT HOURS & STARTING TIME FOR THE GYPSUM LOCATION	Review with interested personnel. Return registration form to Division. File in Education File.
7/12/06	Administration 917-Abstract of Assessment/ Certification to Taxing Entities WALSENBURG IN DANGER OF CANCELLATION (not enough students)	Review with interested personnel. Return registration form to Division
7/12/06	Administration 930-Advanced Title Conveyance	Review with interested personnel. Return registration form to Division. File in Education File.
7/12/06	Administration 931-Mapping Procedures	Review with interested personnel. Return registration form to Division. File in Education File.
7/12/06	Administration 933-Basic Title Conveyance NOTE: Eagle Class Has Been Cancelled	Review with interested personnel. File in Education File.



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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Division of Property Taxation
Position Opening

DATE: July 12, 2006

DISTRIBUTION: Review with staff. File in General Correspondence File.

MEMORANDUM

Attached please find a job announcement for a Property Tax Specialist I in the Appraisal Standards Section of the Division of Property Taxation.

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State of Colorado

**Open Competitive
EMPLOYMENT OPPORTUNITY
Department of Local Affairs
Division of Property Taxation**

Job Title: PROPERTY TAX SPECIALIST I

Position Number: 80239

Job Location: Downtown Denver

Salary: salary range \$3,526-\$5,101/mo.

Release Date: July 12, 2006

Apply By: July 24, 2006

Employment Type: Full - Time

Class Code: B3E2TX

Information About The Job:

DUTIES:

As a Property Tax Specialist I in the Appraisal Standards Section, this position provides instruction of appraisal courses, workshops and seminars to county assessors and their staff; creates, develops and recommends materials for publication in property taxation manuals; responds to requests for assistance from assessors and the general public; and recommends corrective actions concerning standard real property appraisals, technical consulting or investigations of assessment complaints.

REQUIREMENTS:

Qualified applicants must possess a bachelor's degree in real estate from an accredited college or university in appraisal, real estate, economics, tax auditing, accounting, business, business administration, public administration, finance, finance economics, political science, political science and government or mathematics and one year of property taxation experience, land negotiation and appraisal experience, and/or real estate appraisal experience including six months of experience in the mass appraisal of real property.

NECESSARY SPECIAL REQUIREMENTS: Qualified applicants must possess a Colorado real estate appraisal license, and must possess and maintain a valid Colorado driver's license.

SUBSTITUTION:

Any combination of work experience property taxation, land negotiation and appraisal experience, and/or real estate appraisal experience which provided the same kind, amount and level of knowledge acquired in the required education may be substituted on a year-for-year basis for the bachelor's degree.

PLEASE NOTE:

Your application may be used as part of the exam process. Be sure your application specifically addresses the requirements as listed.

How To Apply:

Submit your State of Colorado Employment Application for Announced Vacancies and a current resume directly to the Department of Local Affairs, Human Resources Office, Attention: Susie Esparza, 1313 Sherman Street, Room #315, Denver, CO 80203, or fax 303-866-2251, by 5:00 p.m. on the announcement closing date. If your application and resume are not received by the closing date of this announcement, you will not be considered for this position. If you have any questions, please call (303) 866-5884 or email susie.esparza@state.co.us.

**YOU MUST BE A RESIDENT OF COLORADO TO APPLY.
THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.**



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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: San Miguel County
Position Opening

DATE: July 12, 2006

DISTRIBUTION: Review with staff. File in General Correspondence File.

MEMORANDUM

The San Miguel County Assessor's Office has a position opening for an Appraiser. See attached announcement for more information.



**SAN MIGUEL COUNTY
ASSESSOR'S OFFICE
POSITION OPENING**

Appraiser Opening in Telluride Colorado must be licensed. Salary commensurate with experience and certification. San Miguel County Assessor P.O. Box 506 Telluride, Co. 81435 970-728-3174 EOE



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DIVISION OF PROPERTY TAXATION
JoAnn Groff
Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Appraisal 510 – Sales Confirmation

DATE: July 12, 2006

DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File.

Sales Confirmation Workshop (APR 510)

One-day Workshop

Education Credit: 7 Credit Hours (Continuing Education Only)

Tested: No

Recommended Prerequisites: APR 108 - Introduction to Appraisal;
APR 101 - Market Approach to Value

Cost Per Student: \$5.00

(Please make checks payable to: Colorado Assessors' Association.)

TOPICS:

- Statutory Requirements – Sales Confirmation
- Court Case Discussion
- Title Conveyance
- Sales Confirmation Data – Implementation
- Sales Confirmation Data – Management
- Preliminary Sales Ratio Analysis
- Final Data Analysis
- Special Issues

Class time is 8:30 a.m. to 4:30 p.m.

2006					
August 10	Denver	Wellington E. Webb Municipal Office Bldg.	720-913-4063	201 W. Colfax Avenue	Judy





COLORADO ASSESSORS' ASSOCIATION
 DPT EDUCATION REGISTRATION FORM
 1313 Sherman Street, Room 419
 Denver, Colorado 80203
 (303) 866-2371 Telephone
 (303) 866-4000 Fax

County Name

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- ☐ Treasurer's Staff
- ☐ Clerk & Recorder's Staff
- ☐ Other

Please submit one registration form for each course title.

Course Title	
Location	
Course Date	

County Contact Person		
Work Phone Number (Include Area Code & Extension)		E-mail:

NAME	E-MAIL	SOCIAL SECURITY NUMBER (First-time Students ONLY)	COLORADO APPRAISAL LICENSE NUMBER

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JoAnn Groff
Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Appraisal 101 – Market Approach to Value

DATE: July 12, 2006

DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File.

Market Approach to Value (APR 101)

Five-day Workshop

Education Credit: 34 Credit Hours
(Initial License, License Upgrade, and Continuing Education)

Tested: Mandatory

Recommended Prerequisite: None

Cost Per Student: \$25.00

(Please make checks payable to: Colorado Assessors' Association.)

TOPICS:

- Appraisal Process
- Data Collection, Sales Confirmation, and Analysis
- Land Identification, Analysis, and Valuation
- Market Approach to Value
- Gross Rent Multipliers
- Mass Appraisal and Assessment Ratio Studies
- State Board of Equalization (SBOE) Compliance Requirements
- Case Study

Class times are 8:30 a.m. to 4:30 p.m.

2006					
Aug. 7-11	Lone Tree	Douglas County Park Meadows Center	720-733-6900	9350 Heritage Hills Cir.	Harry & Sue
Aug. 14-18	Grand Junction	State Services Building	970-248-7318	222 South 6th Street Room 101	Frank & John





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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Administration 100 – Introduction to Assessment

DATE: July 12, 2006

DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File

Introduction to Assessment
(Admin 100)

Five-day Course

Education Credit: 32 hours (continuing education only)

Tested: Yes

Recommended Prerequisite: This course is the recommended prerequisite for all five-day courses.

Cost per student: \$25.00 *(Please make checks payable to: Colorado Assessors Association)*

Colorado History and Law
Local Government Finance in Colorado
The Assessment Function and Calendar
Geometric Shapes
Real Property Descriptions
Assessment Maps & Parcel Numbering
Real Property Appraisal
Mass Appraisal and Statistics
Personal Property Appraisal
Assessment Math
Real Property Title Conveyances
Communication and Public Relations

Class times are 8:30am to 4:30pm

2006					
8/7-11/06	Westminster	DoubleTree Hotel	303-427-4000	8773 Yates Drive	Denise, Janeen & Travis





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JoAnn Groff
Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Administration 701-Assessor's Role in Listing Property
NOTE: Changed date of the Grand Junction Location

DATE: July 12, 2006

DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File.

Assessor's Role in Listing Property (Admin 701)

Five-day Course

Education Credit: 32 hours (continuing education only)

Tested: Yes

Recommended Prerequisite: Introduction to Assessment

Cost per student: \$25.00 *(Please make checks payable to: Colorado Assessors Association)*

- ⇒ Mapping and Land Descriptions
- ⇒ Assessment Maps and Parcel Numbering
- ⇒ Assessment Math
- ⇒ Plotting Metes and Bounds Legal Descriptions
- ⇒ Sales Confirmation Program
- ⇒ Assessment Levels, Mills, Tax Rates, and Tax Bills
- ⇒ Proration of Valuation
- ⇒ Annexations, Disconnections, Inclusions, and Exclusions
- ⇒ Abatement Process
- ⇒ Severed Minerals and Title Conveyance
- ⇒ Subdivisions and Condominiums

Class times are 8:30am to 4:30pm

2006					
8/28-9/1/06	Grand Jct	State Svcs Building	970-248-7318	666 S. 6 th Rm 301	John & Frank
8/28-9/1/06	Aurora	Centre Point Plaza	303-636-1100	14980 E. Alameda Dr.	Renee & Janeen





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Course Date	

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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Administration 915 – Tax Increment Financing

DATE: July 12, 2006
Correction on Credit Hours & starting time for the Gypsum Location

DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File.

Tax Increment Financing ***(Admin 915)***

Half-day Course

Education Credit: 4 hours (continuing education only)

Tested: No

Recommended Prerequisite: None

Cost per student: \$5.00 *(Please make checks payable to: Colorado Assessors Association)*

- ⇒ The definition and purpose of Tax Increment Financing (TIF)
- ⇒ Statutes and Court Cases
- ⇒ Urban Renewal Authorities (URAs) and Downtown Development
- ⇒ TIF and property taxes
- ⇒ Procedures for assessors
- ⇒ Determination of base value area
- ⇒ Annual calculation of increment
- ⇒ Adjustment of base and increment values due to general reassessment
- ⇒ Listing base and increment on the Abstract
- ⇒ Listing increment in Certification of Values

Class times are 10:00 a.m. till 3:15 p.m.

JULY 2006					
7/17/06	Gypsum	Road & Bridge Bldg	3289 Cooley Mesa Rd	970-328-3540	Greg





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JoAnn Groff
Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Administration 917 – Abstract of Assessment/Certification to Taxing
Entities
Walsenberg in danger of Cancellation (not enough students)

DATE: July 12, 2006

DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File.

***Abstract of Assessment and Certification to Taxing Entities
(Admin 917)***

Two-day Workshop

Education credit: 14 hours (continuing education only)

Tested: No

Recommended Prerequisite: None

Cost Per Student: \$10.00

(Please make checks payable to: Colorado Assessors Association)

TOPICS:

- Theory
- Filing Deadlines
- Constitutional and Statutory Requirements
- Review of Data that is Reported, Including:
 - Omitted Property
 - Abated and Refunded Revenue
 - New Construction
 - Demolished and Destroyed Property
 - Tax Increment Financing; Base and Increment
 - Abstract Counts
- How Reports are Prepared
- How Data are Used
- Changes to the Abstract Program
- Distribution of State Assessed Properties
- Taxing Entity Boundary Changes
- Certification and Recertification of Mill Levies
- Tax Warrant
- Hands-On Exercise in Completing the Abstract and Certification of Values



Class times are 8:30am to 4:30pm

2006

DATE	City	Building	Phone Number	Address	Instructor
7/12-13/06	Greeley	Weld Cty Training Ctr	970-353-3845	1104 H Street	Greg & Janeen
7/18-19/06	Gypsum	Road & Bridge Bldg	970-328-3540	3289 Cooley Mesa Rd	Greg & Janeen
7/26-27/06	Walsenburg	Lathrop State Park	719-738-2376	70 County Rd 502	Greg & Janeen



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Course Date	

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JoAnn Groff
Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Administration 930 Advanced Title Conveyance

DATE: July 12, 2006

DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File.

Advanced Title Conveyance (Admin 930)

One-day Workshop

Education Credit: 7 hours (**continuing education only**)

Tested: No

Recommended Prerequisites: Basic Title Conveyance (Admin 933)

Cost per student: \$25.00 (*Please make checks payable to: Colorado Assessors Association*)

- ⇒ Concepts Concerning Real Property
- ⇒ Bankruptcy Proceedings
- ⇒ Partnerships, Limited Liability Companies, and Corporations
- ⇒ Transfer of Title by Government Action and Judicial Proceedings
- ⇒ Estates and Trusts
- ⇒ Severed Mineral Estates and Mining Claims

Class times are 8:30am to 4:30pm

2006					
8/2/06	Jefferson	Admin Bldg	303-271-8667	100 Jefferson Cty Pkwy	Bo Edwards





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Course Title	
Location	
Course Date	

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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Administration 931 – Mapping Procedures

DATE: July 12, 2006

DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File

Mapping Procedures (Admin 931)

One-day Workshop

Education Credit: Pending approval for 7 hours continuing education

Tested: No

Recommended Prerequisites:

Cost per student: \$5.00 *(Please make checks payable to: Colorado Assessors Association)*

- ⇒ Terminology
- ⇒ Tax areas and taxing entities
- ⇒ Parcel identification system
- ⇒ Splits and combinations
- ⇒ Understanding legal descriptions: rectangular survey, platted subdivision, meets and bounds
- ⇒ Abbreviating legal descriptions
- ⇒ Mapping math, including units of measure conversions
- ⇒ Mapping methods and equipment
- ⇒ Drawing metes and bounds descriptions
- ⇒ Drawing curves

This is a new workshop intended for mapping or GIS technicians and staff members who frequently use assessment maps. The class can be taken in conjunction with GIS for Assessment, offered the following day, or it can be taken independently.

2006					
DATE	City	Building	Phone Number	Address	Instructor
8/23/06	Colorado Spgs	City Office Building	719-520-6600	27 E Vermijo Avenue	Travis





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Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Administration 933-Basic Title Conveyance
NOTE: Eagle class has been cancelled

DATE: July 12, 2006

DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File.

Basic Title Conveyance (Admin 933)

One-day course
Education Credit: 7 Hours (**continuing education only**)
Tested: No
Recommended Prerequisite: Introduction to Assessment (Admin 100)
Cost per student: \$5.00

- ⇒ Basic title transfer issues
- ⇒ Elements of a deed
- ⇒ The bundle of rights
- ⇒ Types of ownership
- ⇒ Types of conveyance documents
- ⇒ Decedents estates
- ⇒ Assessor's role in keeping ownership records
- ⇒ Assessor's transfer process

Class times are 8:30am to 4:30pm

2006					
8/1/06	Jefferson	Admin Bldg	303-271-8667	100 Jefferson Cty Pkwy	Frank





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